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July 20, 2003

To: County and District Chief Business Officials
Charter School Administrators
County Auditors

From: Cindy S. Chan, Administrator
Principal Apportionment and Special Education Office
School Fiscal Services Division

CALENDAR OF KEY DEADLINES FOR 2003-2004 APPORTIONMENTS

For your planning purposes, we are enclosing the *Calendar of Key Deadlines, 2003-2004 Apportionments*, which provides due dates for the various apportionment documents and other reports necessary for the California Department of Education (CDE) to determine funding for local educational agencies.

We are required by law to certify apportionments by very specific dates. Receiving your information by the deadlines helps ensure that your apportionment will reflect the most current data. Please review the calendar of key deadlines for data submission guidelines and due dates changes. We appreciate your efforts to comply with these due dates. If there is a problem sending us the information on time, or if you have corrections once the information has been sent, please contact CDE apportionment unit staff immediately. A copy of these deadlines, as well as an up-to-date listing of CDE apportionment staff can be found at http://www.cde.ca.gov/fiscal/principal_app/.

The new data collection software will be implemented for the 2003-2004 First Principal Apportionment (P-1). All current revenue, attendance, and tax data will be collected through this software. At the present time, we are in a transition phase and have provided data submission guidelines to assist you.

Please remember to use the appropriate software when submitting Annual Apportionment data for fiscal year 2002-2003. The attendance and tax data should be submitted using the new 2002-2003 data collection software version 2.05 for attendance and 1.01 for taxes. Revenue limit data will still be collected via the 2002-2003 Data Collection Schedule - Revenue Limit Software. Prior period corrections for fiscal years before 2002-2003 should be submitted via the appropriate form for that fiscal year. Guidelines for corrections to 2002-2003 data are:

Corrections to school district and charter attendance data collected via the School District Attendance Software beginning with 2002-2003 (P-2) will be corrected using that software.

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Corrections to county, school district, and charter attendance data collected via the County Logon Supplement Attendance Software beginning with 2002-2003 (P-2) will be corrected using that software.

Corrections to county and school district tax data collected via the County and School District Tax Data Collection Software beginning with 2002-2003 (P-2) will be corrected using that software.

Corrections to revenue limit data should be submitted via a hard copy of the data collection schedule for that fiscal year.

If you have any questions about the calendar or the website, please contact Melissa Collier at (916) 445-7354 or by e-mail mcollier@cde.ca.gov or Shelley Goode at (916) 324-4530 or by e-mail sgoode@cde.ca.gov.

CC:ww
Enclosure